

# **HELPFUL HINTS TUTORIAL** **WEB-BASED C.A.R.E TRAINING SITE**

## **BILLING OFFICIALS**

Go to website: <https://wbt.care.usbank.com>

You will need to type in the USERID and PASSWORD at the prompt. Contact a GPC Team Member for this information.

Click on the Government Program Manager link (button).

On the next screen, click on: Government Program Manager link (button).

On the next screen, click on: Government CPP link (button).

On the next screen, click on: Lessons link (button).

On the next screen, click on the T.M.(Transactions Management) link (button).

At the bottom left of the next screen, under the title: The Manual, click on the box: View Manual. This will take some time to load. Go to page 64. Pages 65 through 86 provide the instructions.

TRANSACTION MANAGEMENT. (You may find it helpful to print these pages for future reference.) The following sections are very important, but the entire section should be read:

1. Certifying a consolidated invoice
2. Viewing Transactions
3. Approving a Billing Statement
4. Certifying an Invoice
5. Acting on Behalf of a Cardholder